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ABSTRACT

This guide brings together all aspects of administration of a school media center in light of the new qualitative standards in "Information Power: Guidelines for School Library Media Programs." The book focuses on practical considerations within a single school as reflected in the new developments in organizing and administering the center. The general principles in "Information Power" and computer applications are included throughout all appropriate chapters. Chapters include: (1) School Library to Media Center; (2) The Impact of "Information Power" as a Guideline for School Media Centers; (3) Functions of the School Library Media Center; (4) Developing a School Library Media Center Program; (5) Budget; (6) Staff; (7) Facilities; (8) Media Selection: Policies and Procedures; (9) Media Selection: Criteria and Selection Aids; (10) Technology: The Crucial Link; (11) Acquisition and Organization; (12) Managerial Concerns; (13) Beyond the Single-School Library Media Center; and (14) Evaluation. Examples, checklists, and forms illustrate each chapter as appropriate; and each chapter contains a list of further readings. The text of key supporting documents and directories of state school library media center agencies, other associations and agencies, and selected library furniture and supply houses are appended. (KRN)

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